



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Transportation Improvement Program (TIP) Intern (TIP2015)

March 6, 2015

Company/Agency: **Chicago Metropolitan Agency for Planning**

Job Category: **Intern**

Experience Required: **Current Enrollment in an Undergraduate or Graduate Program**

Salary Range: **\$12.00 - \$15.00 per hour**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking an intern to assist with entry-level duties in the field of Transportation Programming. CMAP is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The intern will be responsible for providing assistance in collecting and analyzing project data to support CMAP's transportation program management activities.

Essential Functions

1. Use multiple agency publications and databases to collect and summarize expenditure information.
2. Analyze transportation project expenditures to assess relative spending on various work types
3. Review existing project data to clarify possible discrepancies.
4. Other responsibilities as directed by supervisor.

Qualifications and Skills

Applicants should have a working knowledge of common operating systems and software applications including Windows 7 and Microsoft Office with a focus on Microsoft Excel. Proficient in reading, writing, and communication among team members is required. Basic database knowledge (particularly Microsoft Access and SQL) is desired, but not required.

Education and Experience

Undergraduate applicants must be entering their junior or senior year in spring, 2015. Graduate applicants are expected to complete their programs in 2016 or 2017. Current enrollment in a Bachelor or Masters' degree program in Public Administration, Urban Planning, or Civil Engineering is recommended. It is important that applicants have a general understanding of personal computers, database systems, and Microsoft Office software.

While interns will be supervised by CMAP staff, they will be expected to take a high level of responsibility for their own work, and should be self-motivated.

This is a full-time (37.5 hours/week) summer position and will last approximately 12 weeks. Interns are required to work at CMAP during regular business hours. This position will begin in early May 2015 and end mid-August 2015. Minor start and end date accommodations may be arranged upon request.

At CMAP's discretion the internship may be extended as part-time, 19 hours per week, to the end of the fiscal year, June 2016. This is subsequent to a satisfactory performance.

Contact Information

Send resume, cover letter, and contact information with Job Code: **TIP2015**

Email: hresources@cmap.illinois.gov

Mail:

Human Resources

CMAP: Chicago Metropolitan Agency for Planning

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Emailed resumes will receive an auto receipt. Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer